

C O U N C I L   C O M M U N I C A T I O N

TO:     THE CITY COUNCIL  
FROM:   THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE  
MAY 17, 1989

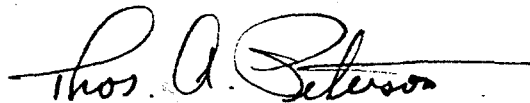
SUBJECT:   PROPOSED 1989-90 SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS BUDGET

PREPARED BY:                      City Manager

RECOMMENDED ACTION:            That the **City** Council adopt Resolution **No.** 89-55  
ratifying approval of the 1988-89 San Joaquin  
County Council **of** Governments Operating Budget.

BACKGROUND INFORMATION:       The City Council has been requested by the Board  
of Directors of the San Joaquin County Council of  
Governments to ratify COG's budget previously  
approved **by** the Board. This is being done in  
compliance with the terms and conditions of the Joint Powers Agreement  
between COG and each member agency. A copy of the cover letter and budget is  
attached (Exhibit A).

Respectfully submitted,



Thomas A. Peterson  
City Manager

TAP:br

Attachment

EXHIBIT A



1860 EAST HAZELTON AVENUE  
STOCKTON CALIFORNIA 95205  
TELEPHONE (209) 468 3913

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS

April 27, 1989

Mr. Thomas Peterson  
City Manager  
221 W. Pine Street  
Lodi, CA 95240

Dear Mr. Peterson:

Enclosed are copies of the **San** Joaquin County Council of Governments budget approved by the COG Board at their regularly scheduled meeting of April 25, 1989.

In accordance with the adopted Joint Powers Agreement, which established the creation of the **COG**, the budget must be forwarded to all member agencies for their review and ratification. Upon ratification by a majority of its member governments, namely five in number, representing at least fifty-five percent (55%) of the population within the county, such budget **will** then serve **as** the approved budget for the coming fiscal year.

For the most part, the budget either remains essentially the same as last year or reflects **normal** growth and inflation. There are some notable exceptions however, which I feel are worthy of additional comment or explanation.

Line Item 101.002 Salaries • Cafeteria is a new line item added this year. It was previously carried within Salaries Contractual and therefore not reflected separately. This will now remain a separate line item.

Big increases are reflected in line items 191 Retirement and 1930 ASDI. Currently, only the Director and Deputy Director are covered under the retirement program and social security system. Consideration is being given to offering retirement coverage to all the other COG employees and **as** such, funds are being programmed.

There **was** a jump in Line Item 206 Communications which resulted from the installation of a toll free **800** number in the office for the ridesharing program. Previously, we had a state line in the office for **this** use and the state paid all the **costs**. **As** this line **was** discontinued it was necessary to include **an** 800 numbered line wherein we have monthly costs plus a fee for each **call** received on the **line**. The Ridesharing grant covers this cost.

The biggest increase in line item 217 comes about **as** a result of the dramatic increase in commuter air fares within the state. Frequent trips are made throughout the state for business related matters and the increased fares add considerable cost. Additionally, the **COG** Board revised its policy allowing additional **COG** Board members to attend CALCOG meetings. Previously, **only** one member was authorized to attend.

Line Item 220 Professional and Special Services is a very large budgetary item. This total will vary considerably from year to year depending upon COG's activities and particularly the number of consultants that will be used for various projects throughout the year. Line Item 220-0083 is merely a pass through of UMTA funds to the Stockton Metropolitan Transit District to cover transit planning activities by the district.

Page Two  
4/27/89  
Mr. Peterson

The fixed assets under line item **451** include office and computer equipment that are needed to either replace broken or outdated equipment or improve COG's overall capabilities.

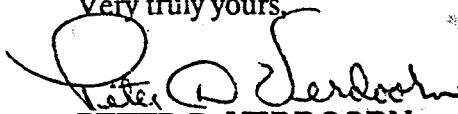
I would appreciate it if you would schedule this matter before the City Council at the next available opportunity.

I will be available to appear before the Council at such time as it is heard, if you feel it is necessary.

With the exception of a small amount paid by the County to cover the operation of the Airport Land Use Commission, all of the costs are covered by Federal, State, and TDA funds. Once again the COG remains one of the few COG's in the state that does not assess dues to its member governments.

Should you have any questions concerning this matter, please feel free to give me a call.

Very truly yours,

  
PETER D. VERDOORN  
Executive Director

PDV/bm

Enclosures

CITY COUNCIL

JOHN R. (Randy) SNIDER, Mayor  
DAVID M. HINCHMAN  
Mayor Pro Tempore  
EVELYN M. OLSON  
JAMES W. PINKERTON, Jr.  
FRED M. REID

# CITY OF LODI

CITY HALL, 221 WEST PINE STREET  
CALL BOX 3006  
LODI, CALIFORNIA 95241-1910  
(209) 334-5634  
TELECOPIER: (209) 333-6795

THOMAS A. PETERSON  
City Manager

ALICE M. REIMOLD, City Clerk

BOB McNATT  
City Attorney

May 19, 1989

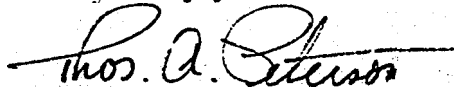
Mr. Peter D. VerDoorn  
Executive Director  
San Joaquin County Council of Governments  
1860 East Hazelton Avenue  
Stockton, CA 95205

Dear Mr. VerDoorn:

Please be advised that the Lodi City Council, at its meeting of May 17, 1989, adopted Resolution No. 89-55 ratifying Approval of the Proposed 1989-90 San Joaquin County Council of Governments' Budget.

We have enclosed a certified copy of Resolution No. 89-55 for your files.

Very truly yours,



Thomas A. Peterson  
City Manager

TAP: jj

RESOLUTION NO. 89-55

A RESOLUTION OF THE LODI CITY COUNCIL  
RATIFYING APPROVAL OF THE PROPOSED 1989-90  
SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS' BUDGET

RESOLVED, that the City Council of the City of Lodi, following review, does hereby ratify the approval of the San Joaquin County Council of Governments' proposed budget for Fiscal Year 1989-90, a copy of which is attached hereto as Exhibit A, and thereby made a part hereof.

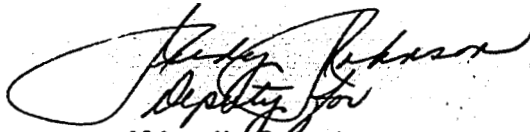
Dated: May 17, 1989

I hereby certify that Resolution No. 89-55 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 17, 1989 by the following vote:

Ayes: Council Members - Hinchman, Olson, Pinkerton, Reid and Snider (Mayor)

Noes: Council Members - None

Absent: Council Members - None

  
Alice M. Reimche  
City Clerk

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
Preliminary - 1989-90 LINE ITEM BUDGET AND JUSTIFICATION

(0346010)

The following are the salaries and fringe benefits for the staff of the San Joaquin County Council of Governments for the 1989-90 Fiscal Year and include any step increases that the staff are entitled to. All fringe benefits are programmed at the rate anticipated by the County for the coming year.

| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1988-89 | REQUESTED<br>1989-90 |
|--------------|--|---------------------|----------------------|
| 101-<br>002  | SALARIES - CAFETERIA   | \$ -0-              | \$ 9,500             |
| 131          | SALARIES - EXTRA HELP  | \$ 7,000            | \$ 7,850             |
|              | This is to secure extra help during the summer months of the year in undertaking the traffic counts and other needed tasks. This will save considerable monies in not having to utilize COG staff at considerably higher salaries. |                     |                      |
| 141          | SALARIES - CONTRACTUAL   | \$358,659           | \$391 721            |
|              | This category includes all COG's full-time positions. The calculated salaries allow for normal step increases and any salary adjustments that may be approved. The following provides a breakdown of classifications within COG.   |                     |                      |
|              | 1 Executive Director   |                     |                      |
|              | 1 Deputy Director  |                     |                      |
|              | 3 Associate Planners   |                     |                      |
|              | 3 Assistant Planners   |                     |                      |
|              | 1 Account Technician II  |                     |                      |
|              | 1 Clerk Steno II   |                     |                      |
|              | 1 Clerk Typist 11  |                     |                      |
| 189          | UNEMPLOYMENT COMPENSATION  | \$ 1,061            | \$ 1,176             |
| 191          | RETIREMENT   | \$ 12,634           | \$ 47,400            |
| 193          | OASDI  | \$ 8,198            | \$ 28,350            |
| 193-<br>053  | MEDICARE   | \$ 764              | \$ 1,320             |
| 194          | LIFE INSURANCE   | \$ 200              | \$ 135               |
| 195          | HEALTH INSURANCE   | \$ 16,700           | \$ 17,905            |

| LINE<br>ITEM | DESCRIPTION                          | BUDGETED<br>1988-89 | REQUESTED<br>1989-90 |
|--------------|--------------------------------------|---------------------|----------------------|
| 196          | DENTAL INSURANCE                     | \$ 2,113            | \$ 2,560             |
| 199          | VISION CARE                          | \$ 470              | \$ 561               |
|              | TOTAL SALARIES AND EMPLOYEE BENEFITS | \$407,799           | \$508,423            |
| 201          | OFFICE EXPENSE - GENERAL             | \$ 15,000           | \$ 15,000            |

The expenses in this category include all regular office supplies essential to the operation of the **COG** as a Planning Agency. One cost **included** in this line item is printing. Although we have reduced the amount of outside printing being done, there are some special publications requiring a printers expertise. These documents can be costly. A portion of this cost also reflects supplies for the Ridesharina Program. Some of the expense also includes computer software upgrades.

|     |                          |          |          |
|-----|--------------------------|----------|----------|
| 202 | OFFICE EXPENSE - POSTAGE | \$ 5,700 | \$ 6,000 |
|-----|--------------------------|----------|----------|

One of the functions of the **COG** is to promote intergovernmental cooperation and coordination. This necessitates a considerable amount of information dissemination through the mails, a major portion **of** which are referrals of federal grant requests, planning documents, and review materials for the **COG** Board and other committees. Mail rates continue to increase and has contributed to an increase **in** the postage budget. The total cost **for** postage also reflects the volume of mail generated by the **COG** and the expanding use of the mails by the Ridesharing Program.

|     |                               |        |        |
|-----|-------------------------------|--------|--------|
| 203 | SUBSCRIPTIONS AND PERIODICALS | \$ 200 | \$ 200 |
|-----|-------------------------------|--------|--------|

This budget item is used to purchase technical documents published by the Federal Department of Transportation and other agencies. These documents and other periodicals provide the current technical library support that is helpful in the preparation of transportation reports, plans, and in keeping abreast of the state of the art.

| LINE |             | BUDGETED | REQUESTED |
|------|-------------|----------|-----------|
| ITEM | DESCRIPTION | 1988-89  | 1989-90   |

|     |                |          |          |
|-----|----------------|----------|----------|
| 206 | COMMUNICATIONS | \$ 5,679 | \$ 8,000 |
|-----|----------------|----------|----------|

Communications, specifically the telephone, play an important part in carrying out the coordination of COG's Transportation Planning functions with local, State, and Federal agencies. The COG's coordination efforts require a considerable amount of long distance calling. A significant portion of the cost results from maintaining a toll free ridesharing number. This number receives a high volume of calls but is covered from the Rideshare grant.

|     |             |          |          |
|-----|-------------|----------|----------|
| 209 | MEMBERSHIPS | \$ 1,900 | \$ 1,900 |
|-----|-------------|----------|----------|

Included in memberships are COG's memberships in CalCOG (\$1,050) and in the California Association of Coordinated Transportation (CALACT - \$50). In addition there are staff memberships for the professional planners in the American Planning Association (APA - \$700).

|     |                       |          |          |
|-----|-----------------------|----------|----------|
| 211 | EQUIPMENT MAINTENANCE | \$ 2,500 | \$ 2,500 |
|-----|-----------------------|----------|----------|

This line item includes funds for the maintenance and repair of the office equipment, primarily the computers. Service contracts for the computers are extremely costly so all service and repairs will be paid from this fund as needed. Although there may not be a need for the full amount, as evidenced in the current year, it is well to have it should it be needed.

|     |                              |          |          |
|-----|------------------------------|----------|----------|
| 214 | RENTS AND LEASES - EQUIPMENT | \$ 4,800 | \$ 5,640 |
|-----|------------------------------|----------|----------|

The cost incurred within this line item reflect COG's copying costs. COG leased a new copy machine last year and now publishes almost all their own documents. Although our rents and leases budget has increased we have cut back considerably on our printing costs.



| LINE<br>ITEM | DESCRIPTION               | BUDGETED<br>1988-89 | REQUESTED<br>1989-90 |
|--------------|---------------------------|---------------------|----------------------|
| 217          | TRANSPORTATION AND TRAVEL | \$10,510            | \$17,590             |

COG's are for the most part governmental in nature and frequent interaction with other agencies outside the County is essential. Trips outside of the County are for these essential meetings and for training and/or special educational purposes which enable staff to conduct their duties in a more knowledgeable fashion. Changes in the transportation planning profession occur frequently and rapidly, and the opportunity to attend conferences, workshops, and training courses will greatly assist staff in providing technical assistance to local governments as well as providing direction to the preparation and implementation of transportation plans. The significant increase in this line item results from the COG Boards new policy of authorizing the attendance of four COG Board members at CALCOG meetings. Previously only one member was authorized to go at COG expense. Additionally there has been a notable increase in travel costs in general, particularly airfare.

Some typical travel needs for the year include:

- Ridesharing travel, training and outreach - **\$2,500**
- 1 Workshop sponsored by the Institute of Transportation Studies - **\$350**
- 1 Training Course sponsored by Federal DOT - **\$400**
- 4 workshops or technical seminars sponsored by Caltrans (usually in San Francisco or Sacramento) - **\$500**
- Mileage reimbursements for use of personal cars - **\$2,000**
- Meal reimbursements for required attendance at meetings - **\$1,200**
- 8 meetings of the Calif. COG Directors (statewide, usually N. Calif.) - **\$1,500**
- 1 national conference or business meeting of significant importance - **\$1,400**

| LINE<br>ITEM | DESCRIPTION | BUDGETED<br>1988-89 | REQUESTED<br>1989-90 |
|--------------|-------------|---------------------|----------------------|
|--------------|-------------|---------------------|----------------------|

- Attendance for two at the annual Intermodal Planning Group Conference - \$1,250
- 4 dinner meetings of the COG Executive Committee - \$160
- COG Board and staff attendance at CALCOG - \$3,830
- Staff participation in RTPA - \$2,500

Request - \$17,590

|     |            |          |          |
|-----|------------|----------|----------|
| 218 | MOTOR POOL | \$ 1,000 | \$ 1,000 |
|-----|------------|----------|----------|

The costs shown are for COG use of motor pool vehicles for trips generally outside the County. Most of staff travel is by use of their personal car for which they are reimbursed on a mileage basis.

|     |                                   |           |           |
|-----|-----------------------------------|-----------|-----------|
| 220 | PROFESSIONAL AND SPECIAL SERVICES | \$177,500 | \$174,000 |
|-----|-----------------------------------|-----------|-----------|

Funds included in this line item are used chiefly to carry out contractual work and special tasks spelled out in the COG Overall Work Program. Some of the tasks include: annual financial and compliance audits - \$20,000; Ridesharing Program for Stanislaus County - \$40,000; legislative bill service - \$2,500; Specialized staff computer training - \$2,000; A revised EIR for the updated Regional Transportation Plan - \$20,000. A Route 99 Planning Study - \$67,500, A recalibration of COG's transportation model - \$2,000; and an update of the Airport Land Use Plan - \$20,000,

Some costs reflected above are calculated estimates and subject to further refinement.

|          |                                  |       |       |
|----------|----------------------------------|-------|-------|
| 220-0010 | SPECIAL DISTRICT ACCOUNT REPORTS | \$ 60 | \$ 60 |
|----------|----------------------------------|-------|-------|

|          |                          |           |           |
|----------|--------------------------|-----------|-----------|
| 220-0083 | SMTD CONTRACTUAL CHARGES | \$ 25,200 | \$ 25,200 |
|----------|--------------------------|-----------|-----------|

These are UMTA grant funds that COG passes through to SMTD to perform certain transit planning functions.

| LINE<br>ITEM | DESCRIPTION   | BUDGETED<br>1988-89 | REQUESTED<br>1989-90 |
|--------------|---|---------------------|----------------------|
| 220-<br>0200 | ALLOCATED SERVICE DEPARTMENT COSTS  | \$ 2,747            | \$ 972               |
|              | This figure represents the cost allocation plan prepared by the County as the estimated charges for services rendered by the County to the COG during the fiscal year. At the end of the year they calculate the precise charge and make an adjustment or roll forward on the following year's billing. |                     |                      |
| 223          | PUBLICATIONS AND LEGAL NOTICES  | \$ 960              | \$ 1,700             |
|              | In the course of the year, it is necessary to advertise public hearings for the purpose of adopting various plans and plan elements. The funds requested are an estimate of such a need.  |                     |                      |
| 232          | INSURANCE - WORKER'S COMPENSATION   | \$ 553              | \$ 645               |
|              | This figure is based on estimates prepared by the County  |                     |                      |
| 236          | INSURANCE - CASUALTY  | \$ 156              | \$ 62                |
|              | Exact figures for this cost center are derived by the County.   |                     |                      |
| 260          | BUILDING MAINTENANCE  | \$ -0-              | \$ 500               |
|              | This category has been included to cover costs involving office renovations, constructing cabinets or shelves etc.  |                     |                      |
| 264          | RENTS - STRUCTURES AND GROUNDS  | \$ 9,000            | \$ 9,000             |
|              | This figure is calculated by the County based upon the square footage of the office space leased by the COG.  |                     |                      |
|              | TOTAL - SERVICES AND SUPPLIES   | \$263,465           | \$269,969            |

| LINE<br>ITEM | DESCRIPTION  | BUDGETED<br>1988-89 | REQUESTED<br>1989-90 |
|--------------|--|---------------------|----------------------|
| 451          | FIXED ASSETS   |                     |                      |
|              | A) Office Equipment  |                     |                      |
|              | ▪ One Executive Chair  |                     | \$ 650               |
|              | ▪ One small panel table  |                     | \$ 265               |
|              | ▪ Misc. Office Equip.  |                     | \$ 250               |
|              | B) Computer Equipment  |                     |                      |
|              | ▪ One replacement computer system<br>(Compaq 386 - 20e Mod 40) |                     | \$ 6,000             |
|              | ▪ Two EGA Displays + Cards                                     |                     | \$ 1,650             |
|              | ▪ One-HP Laserjet Series II-D Printer                          |                     | \$ 3,250             |
|              | TOTAL FIXED ASSETS   | \$ 12,641           | \$ 12,065            |

# BUDGET TOTALS

|                             | Budgeted<br>1988-89 | Requested<br>1989-90 |
|-----------------------------|---------------------|----------------------|
| Total Salaries              | \$365,659           | \$409,021            |
| Total Fringe Benefits       | \$ 42,140           | \$ 99,402            |
| Total Services and Supplies | \$263,465           | \$269,969            |
| Total Fixed Assets          | \$ 12,641           | \$ 12,065            |
| TOTAL                       | <u>\$683,905</u>    | <u>\$790,457</u>     |

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS  
1989-90 Line Item Budget

| Line<br>Item | Description           | Budgeted<br>1988-89 | Estimated<br>Actual<br>1988-89 | Requested<br>1989-90 |
|--------------|-----------------------|---------------------|--------------------------------|----------------------|
| 101          | Salaries - Cafeteria  | -0-                 | 9,500                          | 9,500                |
| 131          | Salaries - Extra Help | 7,000               | 7,000                          | 7,800                |
| 141          | Salaries -            |                     |                                |                      |
|              | Contractual           | 358,659             | 346,500                        | 391,721              |
| 189          | Unemployment Comp.    | 1,061               | 900                            | 1,176                |
| 191          | Retirement            | 12,634              | 12,634                         | 47,400               |
| 193          | OASDI                 | 8,198               | 7,523                          | 28,350               |
| 193-         |                       |                     |                                |                      |
| 003          | Medicare              | 764                 | 609                            | 1,320                |
| 194          | Life Insurance        | 200                 | 3b9                            | 135                  |
| 195          | Health Insurance      | 16,700              | 16,576                         | 17,900               |
| 196          | Dental Insurance      | 2,113               | 1,872                          | 2,560                |
| 199          | Vision Care           | 470                 | 421                            | 561                  |
| 201          | Office Expense -      |                     |                                |                      |
|              | General               | 15,000              | 13,000                         | 15,000               |
| 202          | Office Expense -      |                     |                                |                      |
|              | Postage               | 5,700               | 5,600                          | 6,000                |
| 203          | Subscriptions and     |                     |                                |                      |
|              | Periodicals           | 200                 | 200                            | 200                  |
| 206          | Communications        | 5,679               | 8,000                          | 8,000                |
| 209          | Memberships           | 1,900               | 1,900                          | 1,900                |
| 211          | Equipment Maintenance | 2,500               | 500                            | 2,500                |
| 214          | Rents & Leases -      |                     |                                |                      |
|              | Equipment             | 4,800               | 5,640                          | 5,640                |
| 217          | Transportation and    |                     |                                |                      |
|              | Travel                | 10,510              | 11,000                         | 17,590               |
| 218          | Motor Pool            | 1,000               | 600                            | 1,000                |
| 220          | Professional and      |                     |                                |                      |
|              | special Services      | 177,500             | 100,000                        | 174,000              |
| 220-         | Special District      |                     |                                |                      |
|              | Account Reports       | 60                  | 60                             | 60                   |
| 220-         | SMTD Contractual      |                     |                                |                      |
| 0083         | Charges               | 25,200              | 25,200                         | 25,200               |
| 220-         | Allocated Service     |                     |                                |                      |
| 0200         | Department Costs      | 2,747               | 1,840                          | 972                  |
| 223          | Publications and      |                     |                                |                      |
|              | Legal Notices         | 960                 | 1,600                          | 1,700                |
| 232          | Insurance - Workers   |                     |                                |                      |
|              | Compensation          | 553                 | 553                            | 645                  |
| 236          | Insurance - Casualty  | 156                 | 156                            | 62                   |
| 260          | Building Maintenance  | -0-                 | 100                            | 500                  |
| 264          | Rents - Structures    | 9,000               | 9,000                          | 9,000                |
| 451          | Fixed Assets          | 12,641              | 11,500                         | 12,065               |
|              |                       | -----               | -----                          | -----                |
|              | TOTALS                | \$683,905           | \$600,373                      | \$790,457            |